



Job Description
Financial Concessions

Responsibilities

- The Financial Secretary shall oversee all financial transactions in the concession stand during home games. The main duties include the operation of the concession stand (staffing, collecting/returning of deposit checks, stocking & operating the stand for all home games).
- The Financial Secretary shall also be able to perform other financial duties as from time to time are assigned him/her by the Treasurer or President.
- The Financial Secretary shall attend all Board and General Association meetings.
- The Financial Secretary shall cast a vote on appointments of coaches, appointed committee chairpersons and committee members and matters that come before the Board and General Association meetings.